

STATE ACTIVE DUTY STATE GUIDELINES

- SAD pay is based on the DoD pay chart, with a minimum of not less than the federal per diem rate for NH, (currently \$85/day) plus flight pay, if applicable.
- NHNG soldiers and airmen will receive SAD pay for each calendar day of service, regardless of tour length or reporting time.
- Federal allowances for quarters, travel, per diem etc. WILL not be paid.
- NHNG soldiers and airmen who are required to use their private vehicle during SAD shall be reimbursed for all miles incurred at the maximum rate then allowable by the IRS for the first mile of travel. Standard policy will be that the use of private vehicles is by exception only. Guardsmen/women will be eligible for one round trip of mileage as the current rate established by the Internal Revenue Service. The current rate is \$.345. This is in line with the current federal standard for army troops.
- NHNG soldiers and airmen shall be reimbursed for meals when on SAD in accordance with the following schedule:

In-State Travel:	Breakfast	\$ 5.00
	Lunch	\$ 8.00
	Dinner	\$15.00

Out-of-State Travel:	Breakfast	\$ 7.00
	Lunch	\$10.00
	Dinner	\$18.00

- When meals are provided by the agency receiving NHNG support, reimbursement is not authorized
- NHNG soldier and airmen are authorized reimbursement for lodging expenses incurred during SAD. *Lodging at civilian establishments require the approval of the NHNG Operations Center Staff.*
- NHNG soldiers and airmen injured during the conduct of SAD will be covered for medical expenses in accordance with the State of NH Workers Compensation regulations. NHNG soldiers and airmen, if injured, need to contact their immediate supervisor and/or higher headquarters, seek medical attention and contact Peter Fortier at 603-225-1380, (Pager # 467-6519) for State processing.

STATE ACTIVE DUTY PAYROLL

In order to ensure that our Guardsmen are paid correctly for State Active Duty (SAD), request that you provide this information to all levels of command. Each Guardsman reporting for SAD must be advised of this information.

- The Guardsman must provide a current mailing address. All paychecks and Tax Forms are mailed to the Guardsman's home. An incorrect mailing address will result in payment delays and potential problems for tax reporting.
- Frequency of payrolls: The Adjutant General's Department produces payrolls twice a month. It is possible for a Guardsman to perform SAD, at the beginning of the month and not receive a paycheck until the end of the month.
- Pay Rates: A Guardsman will be paid the daily military base pay rate (plus flight pay if applicable) **or** a minimum of \$85.00 per day.
- Mileage: The Guardsman will receive one round trip of mileage in the amount of .345 cents per mile, from home to unit of assignment.
- Each Guardsman must be sure to report in as directed each day, in order to ensure prompt and proper attendance.